

465 1-59
APPLICATION FOR RECORDS RETENTION SCHEDULEGeorgia Department of Labor
Employment Security Agency
Administrative Services Division
Records Management and Controls

INSTRUCTIONS: The Records Management Officer of the Agency's Records Management and Controls Unit will be of assistance in completing this form. After Division Director/Designee has signed the form, forward original to Administrative Services Division, Records Management and Controls, 130 Memorial Drive, S. W., Atlanta, Georgia 30303. Attention: Records Management Officer

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Georgia Department of Labor Correctional Services 501 Pulliam, SW IBEW Building	Application Number 81-310	
Application Number		Date Received APR 30 1981	Date Completed MAY 12 1981
2. Person to Contact Andy Anderson		Working Title Office Supervisor	Telephone Number 656-3198
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supercede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest 1971 current		5. Records Series Title (followed by title used in office; if different) Pre-trial Diversion Administrative Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Employment, Training, and Planning Division operates public Employment Service. Conducts training-placement activities under CETA, Work Incentive Program, and other special programs. Serves as the State Labor resources planner and the Governor's designee as Prime Sponsor for CETA for the Balance of State areas. Correctional Services develops and supervises inmate and ex-offender programs designed to improve the offender's chances of employment, including pre-trial diversion to prevent individuals from going into the criminal justice system.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: study, informational, and evaluation of program beginnings, evolution, and failure including recidivism rates and end of DeKalb program Included are: Reports, studies, reference materials, letters, Memorandum of Understanding, statistical information. File is arranged: alphabetically			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>5</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>5-1 @</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

(Over)

ESA-144 (3/80)
(AR-50-71)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal Law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Retain for historical, administrative, and research value to demonstrate program beginnings and evolutionary development of pre-trial diversion program.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then.

- ☒ Hold in the current files area 24 month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Division Director/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jack L. Quinn</i>		<i>William E. Johnson</i>	3/26/81
ESA Director (Signature)	Date	State Records Committee (Signature)	Date
<i>Walter D. Moore</i>	4/24/81	<i>Mike Hardin</i>	3/26/81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	Secretary of State/Designee	Attorney General/Designee
	<i>[Signature]</i>	<i>Canale Hart</i>	<i>[Signature]</i>
			5-11-81
			5-7-81
			5-11-81